



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Labor Labor Information Systems - Suite 400 151 Ellis Street Atlanta, Georgia 30303	Application Number 80-241	
Application Number		Date Received MAR 18 1980	Date Completed APR 02 1980
2. Person to Contact Sherryl Edge		Working Title Research Unit Supervisor	Telephone Number (404) 656-3177
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1979		5. Records Series Title (followed by title used in office, if different) Continuous Wage and Benefit History Questionnaire	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Administrative Services division provides fiscal, personnel, records, purchasing, and statistical research services. Labor Information Systems compiles, prepares, and reports employment statistics for internal departmental use, the federal government, and special labor information users. The unit conducts special research studies and provides methodological assistance to other LIS units.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the acquisition of supplemental economic and demographic data for departmental research from unemployment insurance applicants. Included are: claimant questionnaire (ESA-851) and CWBH-Request for verification of Information- (ESA-851A). File is arranged: chronologically, thereunder by social security number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1000</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ Series will vary with the unemployment rate.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. As Requested For Several Reports
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>1.5</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. To validate EDP entry or for reference. File subsets may be segregated for EDP entry for special studies.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 18 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Retain in current files area 18 months, destroy in office. Retain subsets of file 18 months, destroy in office; earlier disposal authorized.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	3-17-80	<i>William Johnson</i>	3/17/80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	7-1-80
State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee	
<i>[Signature]</i>	<i>Carroll Hart</i>	<i>W. L. Sheel</i>	3-24-80
			4/2/80